

## Custom Development

Functional Specification – Definition			
(Please do not modify the data in this table, it is set on the server using the Properties Page, then populated here)			
Phase	Analysis		
Start Date	January 1, 2001 12:00:00 AM PST	Stop Date	November 5, 2004
Priority	priority not set	Deliverable ID	

Functional Specification – Header	
Associated Activity	N/A
Technical Design	N/A

### Related Documents

Please insert links to related Documents (Process Model Reference)

Related Document(s)	Comment
IIFTM023.Inbound.Mapping.xls	Detailed mapping document

### Functional Specification Description

Agencies will interface Quota Balances by Quota type. Quota processing (accruals and reductions) will take place in agency systems and the result/balance will be passed to SAP for inclusion on employee earnings statements and for reporting purposes. The inbound interface will update Infotype 2006 – Quota Balances and send an error report to the agencies of Quota Balances that did not load. Records not indicated on the error report are deemed successful and the balances can be verified in SAP via transaction: Maintain Employee Master Data (PA30). Agencies will correct errors from the error report either (1) online by modifying an employee's infotype 2006 record or (2) via a second quota balance file. Also, agencies are responsible for updating employee quota balances that errored in the Batch Data Upload (BDC) session. The data passed by this interface: personnel area, employee number, SSN, pay period begin and end dates, quota type and quota balance. The interface program will overwrite the existing quota record in SAP via the BDC session. Agencies using this interface may also send absences via Gap 1: IIFTM001 – Time and Leave Activity so employees will get paid for their time away from work, which is a separate interface from quota balance processing.

The interface file will consist of a header record (record type "00") as the first record on the file followed by detail records (record type "01") containing the various quota balances for the employees.

The header record will contain the interface identifier, the date and time the interface file was created by the agency as well as the total number of detail records and total quota (leave balance) hours.

### ***Development Information***

Estimated Hours:

Tech Design – 38 Hours

Build & Test – 146 Hours

Estimated Production Date:

01/01/2005 for Group 1 Agencies

04/01/2005 for Group 2 Agencies

Comments: None

Development Complexity (High/Medium/Low): Medium

### ***General Requirements***

Related RICEF Objects: Gap 1: IIFTM001 – Time/Leave Activity

Assumptions:

1. Agencies have the necessary software and licensing to place files on a secure FTP ValiCert server at DIS.
2. There are no implications on this interface due to the staggered Group implementation strategy.

Audit/Checks:

1. Error report captures invalid records on the inbound file.
2. Edits within SAP R/3 guarantee accurate data load during BDC session processing.
3. Control totals (by file): # of records received, # of records processed, and # of records rejected. The audit report will include a date and time stamp.

Transaction Volume: Approximately 10,000 records

Frequency (Annual/Bi-monthly, Daily, Hourly, Quarterly, Semi-Annual, Weekly):

1. Semi-Monthly prior to the execution of the payroll process
2. On demand, if necessary to process a correction file.

Processing Type (Batch/On-Line): Batch

**Initiating Process:**

Continual sweeps of the secure FTP ValiCert server at DIS to look for the inbound files from the agencies. Control M will be implemented as the job scheduler to retrieve the inbound file and call the interface execution job immediately.

**Initiating Transaction/Program:**     None

**Distribution:**

Interface – Received from secure FTP ValiCert server at DIS. (Inbound)

Report – Error report written to SAP print spool for agency to print on-site. (Outbound)

**Output (Online/Print/Spreadsheet):**     Print

**Summary Level (Detail/Drill Down/Summary):**     Detail

**Audience:** See Destination System Contact(s) below

**Module:** Time Management (TM)

**Retention Requirements:** Retain production files for a minimum of 31 days.

**From System(s):**     Agency shadow systems

**To System(s):**     SAP R/3

***Responsible Organizations***

	<b>Name</b>	<b>Phone #</b>	<b>Location</b>
<b>Process Owner</b>	Barb Baker	360-664- 6443	DOP
<b>Source System Contact</b>	Jenkins, Todd	360-664- 6372	DOP
<b>Destination System Contact</b>	Tim Anderson	586-7948	Department of Revenue
	WSLCB Help Desk	664-1776	Liquor Control Board
	Callie Goldsby Phil Jones	902-6073 902-6829	Labor & Industries
	Larry Weniger Phuong Huynh	664-1579 664-1583	Department of Licensing

*Existing / Sample Programs, Reports, & Forms*

## Program Name:

- M2932111 / B1111224 / B1111326 (LNI)
- M3132111 / B1111326 (DOR)
- M3232111 / B1111326 (LCB)
- M3332111 / B1111224 / B1111326 (DOL)

## Menu / Transaction:

- CA7 Schedule controlled:
  - M2932111 - submitted by CA7 on 3<sup>rd</sup> Calendar day at 5:00 PM for Labor & Industries.
  - M3132111 - triggered into CA7 upon creation of DSN 'INP111.P.REV140.REPORT.ONLY.LEVBALS' for Dept. of Revenue's job P20AL140,- Approximately the 8<sup>th</sup> of the month.
  - M3232111 - triggered into CA7 upon creation of DSN INP111.P.LIQ195.P.REPORT.ONLY.LEVBALS" from the Liquor Control Board's job RPS03195, approximately the 8th of the month.
  - M3332111 - trigger into CA7 between the first of the month and no later than the eighth of the month by file "INP.P.DOL240.P.REPORT.ONLY.LEVBALS".

## Legacy Report/Form name:

- HRISD-B1326-R01 – Leave Transmittal Exceptions Report (LNI)
  - DIS Form # 0001
  - Distributed Electronically
- HRISD-B1326-R01 – Leave Transmittal Exceptions Report (DOR)
  - DIS Form # 0001
  - Distributed Electronically
- HRISD-B1326-R01 – Leave Transmittal Exceptions Report (LCB)
  - DIS Form # 0001
  - Distributed Electronically
- HRISD-B1326-R01 – Leave Transmittal Exceptions Report (DOL)
  - DIS Form # 0001
  - Distributed Electronically

**Legacy Program Title:**

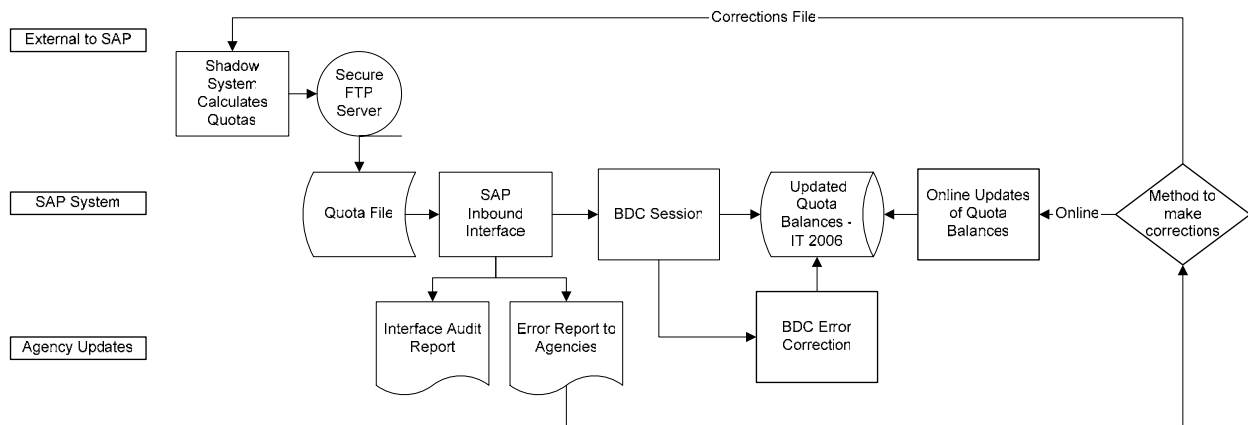
- INP111.P.REV140.REPORT.ONLY.LEVBALS
- INP111.P.LIQ195.P.REPORT.ONLY.LEVBALS
- INP111.LI235.REPORT.ONLY.LEVBALS
- INP111.P.DOL240.P.REPORT.ONLY.LEVBALS
- OUT111.P.REV140.LEAVE.TRANSMIT.REPORT
- OUT111.P.LNI235.LEAVE.TRANSMIT.REPORT
- OUT111.P.LCB195.P.LEAVE.TRANSMIT.REPORT
- OUT111.P.DOL240.P.LEAVE.TRANSMIT.REPORT

Legacy Report/Form Number: N/A

Related Transactions: N/A

**Design**

**Process Flow Diagram:**



**Detailed Description:**

Quota processing will take place in agency systems and results will be passed to SAP for inclusion on employee earnings statements and for reporting purposes. Agencies will interface Quotas Balances by Quota type. The file layout will differ from the Legacy format; it will be based on SAP field types and lengths.

Currently, agencies send quota beginning balances, quotas earned/ taken/ adjusted/ lost/ donated/ returned and quotas bought out (e.g. sick leave buyout). SAP will require only the quota balance for each quota type interfaced. All of the additions to and reductions from the previous period's quota balance should be performed in the agency's shadow system, and only the final result/balance will be passed to HRMS/SAP.

The interface file will consist of a header record (record type "00") as the first record on the file followed by detail records (record type "01") containing the various quota balances for the employees.

The header record will contain the interface identifier, the date and time the interface file was created by the agency as well as the total number of detail records and total quota (leave balance) hours.

A unique Quota Balance record should be sent for each employee and quota type. The data passed by this interface is: personnel area, employee number and/or SSN, pay period begin and end dates, quota type, and quota balance. The interface program will overwrite the existing quota records for the employee via the BDC session. Historical information related to quota balances for the employees within these agencies will not be recorded in SAP.

Key program considerations:

1. Execute the interface only if the file is accurately named (incorporates Personnel Area and current Pay Period).
2. The interface will generate a BDC session that records a "change" if quota type exists for employee or "create" if quota type does not exist for employee to infotype 2006 record for the specific quota type.
3. Look up the employee by his/her personnel number or SSN (if personnel number is not provided) and check the status on IT 0000.
4. Write errors to error report (employee not found, employee not in active status, etc).
5. Fill Infotype 2006 begin/end dates and deduction validity begin/end dates based on the begin/end dates of the current payroll period in the file.
6. Write the error report to the SAP print spool.
7. Write audit control totals to the execution log table.

Processing prior to and after the interface:

The interface job will be scheduled as a batch job. The agency will place the file on the secure FTP ValiCert server at DIS. Corrections files may be transmitted to the secure FTP ValiCert server at DIS on demand. Continual sweeps of the secure FTP ValiCert server at DIS will look for the inbound file. Also, Control M will be implemented as the job scheduler to retrieve the inbound file and call the interface execution job. The file name and path that is retrieved will be inserted as the only input parameter for the interface's variant.

After interface processing, a job is called to kick off the BDC session that was created by the program. Most records should be processed correctly, however some records will error and this is indicated in the BDC log. A record might error if, for example, an employee is granted a certain quota type for which he/she is not eligible. A second job is called to send an email notification to the agency that the error report is available for printing on the SAP spool and that BDC errors are ready for correction processing online.

Records not indicated on the error report or in the BDC session log as errors are deemed successful and the balances can be verified in SAP R/3 via transaction: Maintain Employee Master Data (PA30). Agencies will correct errors from the error report either (1) online by modifying an employee's infotype 2006 record or (2) via a second quota balance. Certain agency personnel will have a role permitting them to update employee quota balances that errored during BDC session processing.

Relationship to/ Description of Gap 1: IIFTM001–Time and Leave Activity:

Agencies using "Gap 23: IIFTM023–Quota Balance Inbound" may send daily leave hours (absences) to load into CATS (daily work hours) for automatic transfer to infotype 2010 or directly into infotype 2010 bypassing CATS (summary work hours) for payroll processing. Once hours have been loaded into IT 2010, the hours may be adjusted online through CATS (daily work hours reporting) or infotype 2010 (summary work hours reporting). An updated Gap 1 interface can be sent if necessary and will overlay the data previously sent. Since the Quota Balances were previously calculated by the interfacing agency, the hours reported in Gap 1 will not be loaded into infotype 2001 (via CATS) for Leave/Quota processing. Leave/Quota processing will be performed on the Agency's shadow system and the balances will be sent to directly update Infotype 2006, as described in this functional design.

Performance Considerations: None

Security Requirements: None

Mapping: IIFTM023.Inbound.Mapping.xls

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Version: 1.10,CURRENT	Page 7 of 11	Responsible: Barb Baker
Release: <select release>		Team: RICEF
Last saved by: Carol Nordby on November 7, 2004 4:52:12 PM PST		Status: Revision Complete

Design Constraints: None

Report Layout: This interface also produces an audit report using SAP R/3's ALV Grid facility.

## Washington State Department of Personnel Quota Balances Inbound Interface Audit Report

Run Date: 05-06-2004  
Run Time: 22:15:46

Message1	Message2	Message3
Personal Area	####	
No. of Records Read:	###,###	
No. of Records Written to BDC:	###,###	
No. of Records Rejected:	###,###	

### Selection Criteria:

1. File name and path; while the naming convention has not been established (See "Outstanding Issues"), the name must incorporate the personnel area and payroll period for the file.

Main Heading: N/A

Sub Heading: N/A

Totaling: N/A

Sorting: Sort by personnel area, error message, personnel number or SSN (error report)

Page Breaks: N/A

Extraction Method (IDOC/Custom ABAP): N/A

Extract File Layout: N/A



Load Method (IDOC/BDC/Direct Table Update): BDC

Load File Layout: This interface file will be Fixed With, ASCII format. See Mapping document for data elements and layout.

Interface Type: Inbound

Post Interface Activities:

1. Job to kick off the BDC session
2. Job to send email notification to the agency that the error report is available for printing on the SAP spool and that BDC errors are ready for correction.
3. In response to the error report, the agency might:
  - a. Update quota types within IT 2006 – Quota Balances directly.
  - b. Send a file with employee Quota Balance corrections. This file will be processed like the initial file, according to specifications outlined in this functional specification. There is no special “corrections” processing mode.
4. Agency will correct BDC session errors, by stepping through the updates online.

### ***Testing Requirements***

Key Business Test Conditions:

1. Test BDC session create logic
2. Execute BDC sessions
3. Verify that records were created for the various quota types in IT 2006.
4. Test error report logic (see “Error Handling”).
5. Test control totaling and audit report display in online and batch modes.

### ***Error Handling***

Potential Errors:

1. If the interface ends abnormally or if the input file does not reach the SAP R/3 system, the request is executed again.
2. Potential errors to be written to the error report:
  - o Personnel number not found
  - o Employee not active in HRMS system
3. Potential BDC errors found in BDC log:
  - o Employee not eligible for quota type

Notification Procedures:

1. Internal – HRISD production services checks interface batch job status and reviews audit logs as part of normal operating procedures.
2. External – Emails are sent to agencies when error reports are ready for printing from the SAP print spool and when BDC errors are ready for correction.

***Outstanding Issues or questions***

HRMS Project team input:

1. Interface filename naming conventions and file path specifications have not been established. Resolution: The HRMS interface architecture will be built in July and August 2004. Specifics, like filenames and paths for particular interfaces, will be maintained on a spreadsheet by the HRMS RICEF and Basis teams.
2. Configuration for shared leave and sick leave buyout must be completed and represented in this functional design. Resolution: Shared leave is a quota sub-type and will be updated via this interface. Sick leave buyout will not be updated through this interface.
3. Verify that since the agencies will be maintaining all quota balances, no balances will be converted for LCB, L&I, DOR, and DOL. This issue will be tracked in a separate, issue resolution spreadsheet.

Agencies input required:

1. Seniority date will no longer be updated by this interface. Ensure that agencies have a different process for handling these data updates. This issue will be tracked in a separate, issue resolution spreadsheet.
2. Determine whether or not HRMS should print quota balances on the employees' remuneration statements now that quota balances in HRMS/SAP R/3 will be current. This issue will be tracked in a separate, issue resolution spreadsheet.
3. Verify with LCB, L&I, DOR, and DOL that this is a temporary interface; as of Release 3, it will no longer be used. This issue will be tracked in a separate, issue resolution spreadsheet.

## Revision History

<u>Date</u>	<u>Section</u>	<u>Description of change</u>
7/12/2004	General Requirements	Assumption #1 Server specified
8/11/2004	General Requirements	Frequency:
7/12/2004	General Requirements	Initiating process updated
7/12/2004	General Requirements	Distribution updated
8/11/2004	General Requirements	Retention period updated: production file will be maintained for a minimum of 31 days
8/11/2004	Responsible Organizations	Names corrected
8/11/2004	Functional Design Description	Clarified information originally contained in the description
8/11/2004/	Design	Detailed Description: Clarified the information (only quota balances will be required to be sent in the interface).
8/11/2004	Design	Key Program Considerations updated
7/12/2004	Design	Processing Prior To and After the Interface – server clarified
8/11/2004	Design	Relationship To/Description of Gap 1 modified
8/11/2004	Design	Distribution: Clarified that the interface file will be pushed to the DIS secured FTP server (ValiCert/Tumbleweed)
8/11/2004	Error Handling	Removed reference to leave earned or leave taken – only leave balance will be interfaces
8/11/2004	Outstanding Issues or questions	Resolutions were recorded for the issues identified during design.
8/11/2004	Design	Mapping: Removed fields Personnel Sub Area, Total Quota additions, Total Quota reductions. Adjusted length of SSN to 9 characters.
8/11/2004	Design	Load File Layout updated to Fixed width, ASCII format